

Type of Claim Schedule	Claim Schedule Subsystem	IEUP
Manual	TC 360 generates during nightly system processing of the day claim schedule batch is released and all transactions process successfully (no errors on error file)	TC 360 posts during next nightly system processing after claim schedule batch is successfully processed (no remaining errors)
Example: Claim Schedule CS00001 entered and released on 9/5.	TC 360 generated with a Batch Date of 9/5	Claim schedule batch posted on 9/5 TC 360 posted on 9/6
Automated	TC 360 generates during nightly system processing when: Claim schedule batch successfully processes (no errors remaining on Error File or Claim Schedule problem) and Print Date equal to or later than claim schedule batch date	TC 360 posts during nightly processing on the day claim schedule is available for print
Example: Claim Schedule CS00002 processed on 9/5. Print Date of 9/5 or later	TC 360 generated with a Batch Date of 9/5 Claim schedule facesheets and remittance advices available for print on 9/6	Claim schedule batch posted on 9/5 TC 360 posted on 9/6

SPECIAL CONSIDERATIONS

The following special considerations should be reviewed prior to entering a claim schedule batch in CALSTARS:

Identification Of Payment Authorization

The State Controller's Office requires that disbursements authorized by a contract or purchase order be identified on the claim schedule face sheet. To meet this requirement, enter the purchase order number in the Current Document field. For contract payments, enter a **C** in the Current Document field. Information entered in the Current Document field in an automated claim schedule batch is printed on the claim schedule face sheet to the left of the payee.

Payee Data Record (Standard 204 Form)

A Payee Data Record (Std. 204 Form) is required from all non-governmental entities doing business with the State of California. The Standard 204 Form must be received prior to disbursing funds to a vendor, whether through the claim schedule or revolving fund process. The information on the Payee Data Record is needed to establish a vendor number in the Vendor Edit Table. The information entered in the Vendor Edit Table is used to determine whether payments made to the vendor are reported to the Internal Revenue Service and the Franchise Tax Board. For further details on reportable payments, refer to Volume I, Chapter XII.

Subject to Use Tax Report (W04)

The W04-Subject to Use Tax Report, shown in Exhibit XI-13 on page 44, is a listing of payments subject to use tax. Entering an Indicator of **9** in the RPI field causes the transaction to post to the W04 report. If there are no payments subject to use tax for the current day's automated claim schedules, the report is not printed.

Totals are provided by vendor within claim schedule, batch and agency. The Subject to Use Tax Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report. The W04 reports may be used for the annual calculation and payment of Use Tax to the Board of Equalization.

Late Payment Interest Penalties Shown On The W07 Report

Late payment penalties are shown in the daily W07 Report, Amounts Paid Subject To Late Payment Interest Penalties (Exhibit XI-14 on page 45). Using Object Code **545** or keying an Indicator of **8** in the RPI field will cause the transaction to post to the W07 report. If there are no interest penalties paid on the current day's claim schedules, the report is not printed for that day.

Totals are provided by vendor within claim schedule, batch and agency. Since the Amounts Paid Subject to Late Payment Interest Penalties Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report and retain it as long as is necessary.

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9990 Claim Schedule Transaction Entry                                07-12-2002 12:32 PM

Function: A  (A=Add, C=Change, D=Delete, I=Insert)      Go to Seq Nbr:
              (N=Next, P=Print Trans, R=Resequence, S=Search)

BATCH:
  DATE       : 07-12-2002      TYPE   : 04      NUMBER: 777      FM: 12
  SCHEDULE   : 0155000        SEQ NBR: 1        MODE   : EDIT ONLY

TC          : 232              MODIFIER : _        FFY       : 2001
REF DOC/S: PO012345 _        VENDOR/S : 2004789399 00 RPI       :
INVOICE    : -DEF PDQ1234-A  DOC DATE  : 09 19 2001  CUR DOC/S: PO012345 00
INDEX      : 1110            OBJ DTL/AO: 257 _        PCA       : 10200
AMOUNT     : 10000           REVERSE   : _        PROJ/WP  : _
SOURCE/AS: _ _ _ _ _        APPN SYM  : _        FUND SRCE: _
FUND/DTL   : _ _ _ _ _        METHOD    : _        SUBSIDRY : _
GLAN       : _ _ _ _ _        DUE DATE : _ _ _ _ _ PCA ACTY : _
LOCATION     : _ _ _ _ _        MULTI PUR : _ _ _ _ _
VEND INFO: _ _ _ _ _

Command: _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit GetDF BHdr LBtch Bkwrđ Frwrd Clear Force Dfalt Main
Enter information to be added

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Below are some examples of messages that may be useful to your agency:

ALPHANUMERIC CODE	MESSAGE
-ABC	UNIT PRICE HAS BEEN CORRECTED TO AGREE WITH THE PURCHASE ORDER OR CONTRACT TERMS
-DEF	PURCHASE ORDER DOES NOT PROVIDE FOR SALES/USE TAX
-FGH	PURCHASE ORDER DOES NOT PROVIDE FOR PAYMENT OF TRANSPORTATION COSTS
-IJK	PREPAID SHIPPING CHARGES HAVE BEEN DEDUCTED BECAUSE NO FREIGHT OR EXPRESS BILLS WERE ATTACHED. FREIGHT CHARGES OF 50.00 OR MORE ON AN INVOICE REQUIRES A FREIGHT BILL TO BE SUBMITTED WITH THE INVOICE.
-PQR	ERROR IN MATHEMATICAL COMPUTATION OF INVOICE
-RST	PAID AGAINST THE BALANCE OF YOUR CONTRACT
-TUV	AUTHORIZED DISCOUNT HAS BEEN TAKEN
-VWX	INVOICE WAS SPLIT BECAUSE TWO FISCAL YEARS INVOLVED

Below is an example of a remittance advice with a message from the D54 Table.

REMITTANCE ADVICE				STATE OF CALIFORNIA	
STD. 404C (REV. 4-95)				THE ENCLOSED WARRANT IS IN PAYMENT OF THE INVOICES SHOWN BELOW	
DEPARTMENT NAME		ORG. CODE	INVOICE DATE	INVOICE NUMBER	RPI
DEPARTMENT OF AIR QUALITY		9990			
DEPARTMENT ADDRESS		CLAIM SCHED. NO.			
100 CAPITOL MALL		0155000	07/12/06	****PDQ1234	
SACRAMENTO 95826					1000.00- (9)
VENDOR			PURCHASE ORDER DOES NOT PROVIDE FOR SALES/USE TAX		
CENTRAL OFFICE SUPPLY 909 J STREET SACRAMENTO CA 95814					
FEDERAL TAX ID NO. OR SSAN	RP TYPE	TAX YR	TOTAL REPORTED TO IRS	TOTAL PAYMENT	
	9		1,000.00-	1000.00-	

PRODUCTION OF MANUAL CLAIM SCHEDULES AND REMITTANCE ADVICES

When using the specific transaction codes and instructions for manual claims described in Step 3 of *Claim Schedule Preparation Steps* section, the claim schedule and remittance forms must be typed and are not printed on the agency printer.

Manual claim schedules and remittance advice forms may be typed at any time. However, it is recommended that they are typed on the same day the transactions are entered in CALSTARS. This will assure that transactions are entered correctly, thus reducing the transmittal of claim schedules containing errors to the SCO. Refer to the Coding The *Claim Schedule (Std. 218) And Remittance Advice (Std. 404)* section on page 53 for detailed instructions.

NOTE: When typing a manual claim schedule face sheet, use 7 digits. If necessary, type zeros to the left of the claim schedule number.

PRODUCTION OF AUTOMATED CLAIM SCHEDULES AND REMITTANCE ADVICES

When using the specific transaction codes and instructions for automated claims described in Step 3 of the *Claim Schedule Preparation Steps* section, automated claim schedule batches without fatal errors are available to print. The following section describes how to control the printing of automated claim schedules and remittance advices using the Claim Schedule File Maintenance Transactions screen (Command B.2).

For Expenditure claim cuts:

TC 253 - Reduce Expenditure (Claim Correction)
Dr 1140 Cash In State Treasury
Cr 9000 Appro Expend/Operating Expend. & Expenses

OR

For Special Deposit disbursement claim cuts:

TC 255 - Record Claim Correction - Increase Deposits
Dr 3020 Claims Filed
Cr 3500 Liabilities For Deposit

OR

For Revenue refund claim cuts:

TC 256 - Record Claim Correction - Increase Revenue
Dr 1140 Cash In State Treasury
Cr 8000 Revenue/Operating Revenue

OR

For Reimbursement refund cuts:

TC 257 - Record Claim Correction - Increase Reimbursements
Dr 1140 Cash In State Treasury
Cr 8100 Reimbursements

After the claim correction transaction has successfully posted, the system generates a transaction, TC 361 (except for TC 255, Special Deposits) to adjust the Claims Filed document in the Document File, as follows:

TC 361 - Claim Correction - Reduce Claims Filed - System Generated
Dr 3020 Claims Filed
Cr 1140 Cash In State Treasury

Verify the claim schedule document balance agrees with the corrected claim schedule total as indicated on the Notice of Claim Correction (Form AUD 16). The document balance can be verified by ordering a D05 report or by viewing the Document Shadow File (Command **H.4**) after the system generated TC 361 has posted.

THE NOTICE OF CLAIM PAID CD 102

After the claim schedule is sent to and successfully processed by the SCO, a Notice of Claim Paid (CD 102) form is sent by the SCO to the agency. Posting this record in CALSTARS is part of the appropriation reconciliation process and therefore must be done on a monthly basis. See the *Reconciliation Of Claim Schedules* section for a description of the claim schedule reconciliation process.

Manual CD 102 posting method - A batch is prepared to manually post the CD102s into CALSTARS. The following transaction is then used to manually post the CD102:

TC 252 - Reduce Claims Filed-Notice of Claims Paid
Dr 3020 Claims Filed
Cr 1140 Cash In State Treasury

A TC 252 posts against each Document File record for the claim schedule. To verify the correct Document Number(s), review the D05, Document Report of Claims Filed, and/or go to Command **H.4** - Document (File Inquiry) and view the record(s) that apply to the claim schedule.

IMPORTANT: If batching rules were broken, more than one claim schedule (i.e., A, B, C, etc.) and Claims Filed transaction, TC 360, may be generated. Also, if "Project General Ledgers" (see the Project Control (PC) Table , Volume 2, Chapter IV, item GL Post Level, code 1 or B) are used, separate TC 360 transactions will be generated for each designated project and a separate Document Number Suffix code assigned to each (i.e., **00, 01, 02**, etc.). Transactions not using PC table code **1** or **B** and transactions without PC tables are summed into one TC 360.

Automated CD 102 posting method - the CD 102 transactions are automatically generated from the monthly CD 102 electronic file received from the SCO. The Document File TC 360 and TC 361 transactions, by document number, are used for a match with the SCO records.

IMPORTANT: If batching rules were broken, more than one claim schedule (i.e., A, B, C, etc.) and Claims Filed transaction, TC 360, may be generated. Also, if "Project General Ledgers" (see the Project Control Table , Volume 2, Chapter IV, item GL Post Level, code 1 or B) are used, separate TC 360 transactions will be generated for each designated project and a separate Document Number Suffix code assigned to each (i.e., **00, 01, 02**, etc.). Transactions not using PC table code **1** or **B** and transactions without PC tables are summed into one TC 360. The Automated CD 102 process does not work for split claim schedules or when multiple document suffix numbers are assigned. Manual transactions (TC 252s) must be entered in CALSTARS to clear the Claims Filed (GL 3020) document balances.

The CALSTARS Document File record data is included in the generated batch of transactions based on the Organization Code, FFY, Fund, program hierarchy, claim schedule number and amount.

date, vendor's invoice number and amount of all the consecutive transactions on the claim schedule are printed on a remittance advice for each vendor. Transactions appear on both the automated claim schedule and remittance advice in the same order as they are entered in the batch.

Reportable Payments Indicator (RPI) - The 1-digit Reportable Payments Indicator (as defined in the SAM Section 8422.19) is printed on the extreme right side of the automated remittance advice next to the total reportable payment dollar amount. See Chapter 12, Reportable Payments, for the codes and descriptions.

Total - The total payment amount is printed after the last line of invoice date, number and amount.

EXHIBIT XI-15

STATE OF CALIFORNIA CLAIM SCHEDULE STD. 218 (Continuous) REV. 3-91												(DO NOT WRITE IN THIS SPACE)							
PAYABLE FROM		FUND SUB		FUND NAME															
		AGENCY NO.		AGENCY NAME															
APPROPRIATION		YR. OF STAT.		METH		REFERENCE/ITEM			SEQ		FFY		CHAPTER		STATUTES				
		PURPOSE																	
FED. CATALOG NUMBER		SCO PROJ.		CATEGORY		PGM.		ELE.		COMP.		TASK		GENERAL LEDGER		RECEIPT			
																OBJECT			
																AMOUNT		DESCRIPTION	
LINE NO.		P.O. NO OR "C"		CLAIMANT								AMOUNT		(4) CONTROLLER'S WARRANT NUMBER DATE ISSUED (ACTUAL)					
I hereby certify under penalty of perjury as follows: <small>"That I am a duly appointed, qualified and acting officer of the herein named state agency, department, board, commission, office, or institution; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amount claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the Budget Division of the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimants named herein are each entitled to the amount specified opposite their respective names and actually have been paid or will be paid as allow when warrant is received from the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the item of expense mentioned in the attached claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken, subscribed, and filed the oath set forth in Section 1303 of the Government Code."</small>												TOTAL OF SCHEDULE				CORRECTIONS ENTERED AUDITED APPR. PAY F/A BAL. OK WARR. OK REPORTABLE PAYMENTS PER S.A.M. 8422.19 NUMBER AMOUNT \$ TOTAL SUBJECT TO USE TAX			
SIGNED		TITLE				DATE													
APPROVED (IF REQUIRED)						CONTACT TELEPHONE (OPTIONAL)													